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## CLAIMS

We claim:

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AR 1. In a computer system comprising an author's computer having a memory for  
storing an electronic document, a method for reviewing and editing the electronic document, the  
10 method comprising:

receiving from the author's computer a copy of the electronic document having a first  
property identifying the location of the electronic document in the memory of the author's  
computer and indicating that the copy of the electronic document is to be reviewed;

15 in response to receiving the copy of the electronic document, opening the copy of the  
electronic document within an application program and displaying the copy of the electronic  
document on a display device;

in response to detecting the first property with the application program, displaying on  
the display device a review toolbar comprising selectable control elements corresponding to  
document review operations;

20 in response to user input, editing the copy of the electronic document to create an edited  
electronic document; and

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002250.91552560 sending the edited electronic document to the author's computer, said edited electronic  
document having said first property.

25 2. The method of Claim 1, wherein the first property comprises a unique  
identification number identifying the location of the electronic document in the memory.

3. The method in Claim 1, wherein the first property is a custom OLE document  
property.

30 4. The method of Claim 1 wherein the copy was received via electronic mail; and  
wherein the copy of the electronic document further comprises a second property indicating an  
electronic mail address from which the copy of the electronic document was sent.

35 5. The method in Claim 4, wherein said second property is a custom OLE document  
property.

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6. The method of Claim 1, wherein the first property is created in response to attaching said electronic document to an electronic mail message.

10 7. The method of Claim 1, wherein the first property is created in response to detecting that a selectable control element corresponding to the electronic document has been dragged into an electronic mail message body.

15 8. The method of Claim 1, wherein the first property is created in response to detecting that a copy of the electronic document has been pasted into an electronic mail message body.

9. The method in Claim 1, wherein the review toolbar is continuously displayed until in response to user input the review toolbar is removed from the display device.

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10. A computer system for reviewing an electronic document, the system comprising:  
a memory for storing an electronic document; and  
a processing unit functionally coupled to the memory, for executing computer-executable instructions operable for:

10 sending to a reviewer a copy of the electronic document, said copy having a first property identifying the location of the electronic document in the memory and indicating that review of the copy has been requested,

receiving from the reviewer an edited electronic, said edited electronic document comprising an edited version of the electronic document, and said edited electronic document having said first property,

15 based on the first property, retrieving the electronic document from the memory, and

automatically merging the edited electronic document into the electronic document.

20 11. The system of Claim 10, wherein the first property is created in response to attaching said electronic document to an electronic mail message.

25 12. The system of Claim 10, wherein the first property is created in response to detecting that a selectable control element corresponding to the electronic document has been dragged into an electronic mail message body.

30 13. The system of Claim 10, wherein the first property is created in response to detecting that a copy of the electronic document has been pasted into an electronic mail message body.

14. The system of Claim 10 wherein the first property comprises a unique identification number identifying the location of the electronic document in the memory.

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5           15.     The system in Claim 10, wherein the first property is a custom OLE document property.

10           16.     The system of Claim 10 wherein the copy is received via electronic mail; and wherein the copy of the electronic document further comprising a second property indicating an electronic mail address from which the copy of the electronic document was sent.

          17.     The system in Claim 16, wherein said second property is a custom OLE document property.

15           18.     In a computer system comprising a computer having a memory for storing an electronic document, a method for receiving and merging an edited electronic document, the method comprising:

          receiving an edited electronic document from a reviewer, said edited electronic document comprising an edited version of the electronic document, said edited electronic document having a first property identifying the location of the electronic document in the memory and indicating that review had been requested;

          based on the first property, retrieving the electronic document from the memory; and automatically merging the edited electronic document into the electronic document.

25           19.     The method of Claim 18, wherein the first property comprises a unique identification number.

          20.     The method in Claim 18, wherein the first property is a custom OLE document property.

30           21.     The method of Claim 18 wherein the copy of the electronic document was received via electronic mail; and wherein the copy of the electronic document further comprises a second property indicating an electronic mail address from which the copy of the electronic document was sent.

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- 5            22.    The method in Claim 18, wherein said second property is a custom OLE document property.

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